

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee

13/06/17 8.00pm | Meeting called by Tracy King

Committee members

In Attendance

Tracy King (Chair) | Julia King (Vice Chair) | Jo Pollard (Assistant Secretary) | Kate Moss (Secretary) Sarah Riggott (Treasurer) | Helena Royston

Apologies: Lisa Butcher and Angela M

Minutes from previous meeting

The minutes from the committee meeting on 25th May agreed.

The minutes from the events sub-committee on 8th June: agreed.

Committee members update: Michelle White: Volunteer only

Clare Butler: to step down in September

Angela M: to be confirmed

Treasurer Update

- Bank account will be active in 5 days
- Policies updated: the finance aspects tie in with the constitution.
- Once active will liaise with school to transfer funds
- Charity registration: nearly there. Should be up and running by September.
- Reminder re. expenses submissions need to be approved in advance for assets.

New Parents Evening

- A few welcome booklets were handed out. Booklets have now been emailed to all parents.
- It was too hot for hot drinks
- Entertainment for the kids @the back to keep them quiet
- Next year parents may be involved to communicate parent experiences.
- Increase in social media activity
- Key dates missing from the pack
- Reception FB group: organise reception parents meet ups over the summer?
- Warhorse PFA reception parents social: Oct?
- Picnic in the playground just before the start of term?

Leavers Book

- Engagement: Good. Email sent/in bags/and text
- PFA to fund this year

Sports Day

- Emailed JW to offer refreshments: TK to chase up
- Suggestion of sun cream – may be allergic
- Cold bottles 50p (crisps and sweets at the end.
- Twitter/FB reminder Tuesday
- Cool boxes each wearing hi-vis jackets

Newsletter

- Seasonal: 4 per year
- Fun summary

Calendar of Events for 2017-2018

- 3 examples sent by email: check and feed back at the next meeting
- JP in circulate initial proposal

Summer Fair Finance example

St Michaels Wandsworth summer fair finance sheet handed out.

Summer Fair

Business/Publicity Update:

JK reported the summer fair brochure has had good response for advertising and it was agreed we need to follow up on:

- Confirm all parties being featured and where they are going
- Agree central page (fair what's happening page)
- Construct a welcome/intro page
- Arena events timetable agree/publish –
- Possibility of having student design front cover? (Run as an in-school comp?)

ACTION - Committee to follow up at next meeting and look at dates for last draft/print/distribution.

TK updated that Harry would look into the banners for us and we would get an update for our next meeting on the progress of this

ACTION: TK to liaise with HL on the marketing banners and report back to committee.

Adverts for programme: Botany Bay – Full page

Papa Luigis – Full page

NU Uniforms – ¼ page

Invite Harry to the next meeting

Raffle Prize Update

- 1st - iPad (JK to get written confirmation from Redrose on this
- 2nd - Tesco Hamper £100
- 3rd - Matalan Vouchers (JP to chase husband) the following to be considered
- Papa Luigis £20 meal voucher and they've bought advertising
- Family Meal Subway
- Hub Haircut
- Family Splash Pack
- Dominos voucher x 2
- Stella & DOT OFFERINGS –
- Treat Kitchen sweetie hamper
- Aldi still to confirm check with AM on this.

Letters sent out to: Blackpool Leisure - Centre Parcs (Winfell) - Ribby Hall Spa & ShawHill golf/spa additional ideas of more prizes - Lakeland voucher for cake comp prize - Doorway to heaven (furniture) - Leyland Golf - Charnock Farm & Avant Garden Centre - Retreat @ Addlington Meal Voucher - Filling factory

ACTION: TK to confirm prize listing for producing raffle tickets

ACTION: JK to get written confirmation from Redrose on raffle prize offering.

Refreshments

Barbecue

- Food hygiene policy and checklist done
- All chefs to sign the food hygiene policy
- Burgers: last year 200 burgers for £120
- Burger buns: Tesco or McDonalds
- Gas barbeques: borrow from parents: put on FB
- Vegan option?
- Hot dogs: onions/cheese/sauces
- Strawberries and cream
- Cakes and Refreshments: Tea/coffee/soft drinks
- TK: Afternoon Tea suggestion – Tea room sponsor
- Popcorn/Candy Floss/Sweets

- Ice Cream Van JP to co-ordinate with AM to confirm who business is going with and update at next meeting.
- TK,JP & JK decided to remove additional fruit options due to lack of purchasing at the tuck shop.

ACTION: Committee to confirm what we are doing about Barbecues

ACTION: TK to proposed afternoon tea to committee and get agreement

ACTION: JP to buy candy floss committee to agree on QTY?

ACTION: AM ice cream van confirmation do we need it formalising? (JP will ask AM)

ACTION: TK confirmed to compile lists of stalls with required volunteers for us to circulate and get the required volunteers to run stalls.

ACTION: TK to present list at next meeting and update on this.

Bouncy Castle

Email SJ Enterprises for suggested location: electricity or generator

ACTION: TK to email SJ

Bake-Off

With regards to the cake competition JP will look at producing publicity poster and sort out the prize.

ACTION: JP to update by week ending 16/06/17

Welly Toss

On the Welly Toss we confirmed to have a list of recorded scores and then at the end we would confirm a winner. (Prize to be confirmed).

ACTION: need to acquire Wellies and someone to undertake following this up.

Face Painting

For face painting, tattoos & glitter nails we still must confirm who is going to do this

ACTION: again, this needs to be championed by someone and followed up.

From previous meeting

Soak the teacher we need to confirm how we are to do this and if we are going to go with the idea from KM of filling up the tanks/pay to fill and the fullest tank will be tipped on the nominated teacher? Action - decide on how to and again we need someone to champion and follow through getting the equipment.

Golf Game re-visit, do we purchase a whole in one or do we make? Action - re-visit at next committee meeting and who will champion this event??

Photobooth idea to have seaside placards or vinyl backdrop /deck chairs/props, need to see if we can get a volunteer for this who is into Photography?? Action - re-visit at next committee meeting and who will champion this event??

Crafting activity paid/free? JP discussed with Tk & JK about perhaps AM running this if Messy Church can't and could perhaps run in conjunction with her business? Action - re-visit at next committee meeting and who will champion this event??

Beat the goalie/Hook a duck/Coconut Shy need to confirm what's needed for these events/all still going ahead? Action - re-visit at next committee meeting and who will champion this event?

Bean bag toss TK is making and championing this event. Action - TK to show committee members idea

TK is going to have a look into deck chair hire, Action - to follow up on this at next meeting of committee.

Events arena needs to be confirmed and we need to review who's confirmed and who needs to be contacted, we need to fill timings as proposed:

12.00pm - 12.10 pm Open welcome and program of events

12.10pm - 12.30pm Event 1 (20mins)

12.30pm - 1.00pm Event 2 (30mins)

1.00pm - 1.30pm Event 3 (30 mins)

1.30pm - 2.00pm Event 4 (30mins)

2.00pm - 2.30pm Event 5 (30mins)

2.30pm - 3.00pm Grand Raffle/close of fair and Thankyous

Facebook Event

- Focused week of summer fair requests.
- Volunteers – Face painting, nails and glitter tattoos
- Do you want to donate or have a stall?
- BBQs

Meeting Finished 10.45pm

Committee: Next Meeting: Thursday 21st June at 8pm: Julias